

FY 2004 Library Services and Technology Act Grant Program Handbook

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Library of Michigan FY 2004 LSTA Grant Program Handbook

Dear Colleagues:

I am pleased to announce Michigan's LSTA grant program for fiscal year 2004! Application material is available in *Appendix G*. In addition, the application may be printed from the Library of Michigan's website at www.michigan.gov/lsta.

We laid out the following LSTA service goals in the Library of Michigan's *LSTA Five-Year Plan for Michigan, October 1, 2002 - September 30, 2007*:

- Goal I: Provide all Michigan residents statewide access to the widest possible range of information, library resources and services to advance and enhance their lives as workers, students, citizens, family members and lifelong learners;
- Goal II: Increase equity of information access and library service by providing special assistance to areas of the state where library services are inadequate (underserved rural and urban communities), and to libraries that are working to provide service to persons having difficulty using a library;
- Goal III: Foster innovation and technical improvements in information services by funding leading edge projects in libraries that meet and anticipate constantly changing needs for library services and information needs of Michigan's residents.

The landscape of libraries, the services they provide, and the patrons they serve are evolving continuously. Still, we remain focused on these service goals as they apply in this fluid environment. These goals assist us in crafting the annual LSTA programs and funding areas.

We are pleased to provide continuing support to statewide projects such as the Michigan eLibrary (MeL) and the MeLCat resource sharing initiative. These programs have been well received and are beneficial to the Michigan library community as a whole. In addition, they are in keeping with the services goals laid out in the Five Year Plan: "to advance and enhance" the lives of Michigan residents "as workers, students, citizens, family members and lifelong learners." Furthermore, we continue to offer a competitive grant program, highlighting two funding areas in FY04. In the first funding area, *Collaboration and Partnership*, we are looking for innovative, "leading edge," collaborative projects. LSTA funds will offer seed money to encourage creative programs that fulfill the purposes enunciated in the federal LSTA legislation. The second funding area focuses on assisting libraries in their continued efforts toward participation in the MeLCat resource sharing system. This funding area, *MeLCat Preparedness*, offers several scenarios for libraries to prepare for participation in the statewide resource sharing system.

We invite you to take advantage of these funding opportunities for projects that will be of benefit to your community. It is my hope to realize the dream of offering the highest quality statewide library service by extending both statewide and individual LSTA funding into areas that will make this a reality.

Christie Pearson Brandau



State Librarian
Library of Michigan

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I. OVERVIEW

This grant program was developed by the Library of Michigan to distribute federal library funding received under the Library Services and Technology Act (LSTA) of 1996. Through the legislation, the Institute of Museum and Library Services, an independent federal agency, provides grants to State Library Administrative Agencies. The Institute of Museum and Library Services (IMLS) was established by an act of Congress in 1996 to improve and support library, museum, and information services. These grants may be used to support statewide initiatives and service, or they may be distributed through competitive grant programs.

The Library Services and Technology Act outlines two broad priorities for funding. They are:

- ✓ to encourage activities that use technology for information sharing among libraries and between libraries and other community services;
 - ✓ to support programs that make library resources more accessible to urban and rural localities, low-income residents, and others who have difficulty using library services.
- (see *Appendix C* for an excerpt of the legislation)

Each state must have a five-year plan outlining its LSTA program. Michigan's plan reflects support of the federal goals for improving library services. Specific state goals have been identified in the ***Library Services and Technology Act Five-Year Plan for Michigan, October 1, 2002 - September 30, 2007***, published by the Library of Michigan and also available at www.michigan.gov/lsta. *The Five-Year Plan for Michigan* is a living document that employs continuous assessment by emphasizing annual Funding Areas. These Funding Areas reflect a commitment to both the long-range goals articulated in the Five-Year Plan and to annual LSTA programmatic and service goals.

For FY 2004, LSTA Funds will be used in support of statewide projects, with a portion allotted to competitive grant projects. Funding areas for the FY 2004 competitive grants are explained on pages 8-11.

Please note: The Grant Application is available in *Appendix H*.

II. ELIGIBILITY AND APPLICATION GUIDELINES

Eligibility

A. Who may apply?

According to LSTA, Section 213, the term 'library' includes:

1. a public library;
2. a public elementary school or secondary school library;
3. an academic library;
4. a research library that:
 - a. makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and
 - b. is not an integral part of an institution of higher education; and

5. a private library, or other special library, but only if the state in which the private or special library is located determines that the library should be considered a library for purposes of this subtitle.

This grant program is open to all libraries, as defined by the LSTA, that meet the following Library of Michigan criteria:

1. have one or more paid library staff;
2. have a regular schedule of library service;
3. have a dedicated facility for library purposes;
4. have an annual budget with funds reserved for library materials and services; and
5. have a record of multitype library cooperation, evidenced by activities such as union listing of holdings, reciprocal borrowing or interlibrary loan.

In addition, Library Cooperatives established under P.A. 89 of 1977, Regions of Cooperation (ROCs), Regional Educational Media Centers (REMCs), and Intermediate School Districts (ISD), may apply on behalf of their members for a centrally-administered project that will benefit multiple library locations. A library system with multiple branches or a school district with more than one school library media center may choose to apply on behalf of an individual branch, selected branches, or the system as a whole. Non-profit associations or organizations that are committed primarily to resource sharing and/or the advancement of statewide or regional library services also are eligible to apply for grant funds.

NOTE: Charter school libraries are eligible within the public school category, if the charter school has been approved by the State of Michigan.

B. Application Due Date: Applications for competitive grants **must be received at the Library of Michigan by 5 PM, January 30, 2004.**

Application Guidelines

A. For competitive grant projects, federal funds must be used as seed money. The funds may not be used to replace local funding of daily operations, materials or staff, or to support ongoing activities.

B. Each proposal must clearly designate a single funding area; however, a library may apply in more than one funding area and may submit more than one application within a given funding area.

C. The total amount requested must meet or exceed the minimum grant award amount established for the funding area. Furthermore, applicants may not request more than the maximum grant award if a maximum exists.

D. The intention of the LSTA program is to provide expanded services and resources to the residents of Michigan. Therefore, it is important that libraries share the products of their projects on a widespread basis.

E. Collaboration among libraries and with community agencies that benefit individuals in the

community is strongly encouraged. In writing the grant proposal, a single eligible applicant library and a grant administrator from the applicant library must be clearly designated.

F. In general, grant funds are available to grantees on a reimbursement basis. The grant recipient must submit reimbursement request forms after funds have been expended for the project.

G. Libraries may not charge patrons for the use of materials or equipment acquired with LSTA funds during the grant period. After the close of the grant, fees become a local policy matter.

H. Locations for all LSTA funded items must be clearly specified in the application.

I. Each grant proposal must:

1. include one original and six copies;
2. be submitted as single-sided documents;
3. have consecutive page numbers;
4. be typed or computer generated; and
5. be submitted in typewriter font size not more than ten characters per inch and computer font size not less than twelve point.

J. All proposals (copies and originals) become the property of the Library of Michigan and cannot be returned.

K. The applicant library must notify the Library of Michigan in writing if changes are made in key personnel.

III. COMPETITIVE GRANT FUNDING AREAS

Funding Area:	<u>Collaboration and Partnership</u>
Minimum Grant Award:	\$5,000
Required Local Financial Match:	20%
	(Grant awards will be reimbursed at 80 percent of the “Total Project Cost” to ensure that matching funds will pay the balance of the project cost. For example, if the Total Project Cost is \$20,000, the grantee will submit receipts totalling \$20,000 and will be reimbursed for \$16,000 of expenses under the grant.)

This funding area is intended to assist Michigan libraries in pioneering innovative services with collaborative partners and in sharing the knowledge learned from partnerships with other libraries. Grants may be awarded to meet the increased demand for information and library services by identifying partnerships and encouraging resource sharing. Funding also may be used to support demonstration and project sharing activities.

A goal of this funding area is to foster a partnership among various types of libraries and non-library agencies. Grant applications must include a partnership that consists of at least one public library and one or more academic, school, special or institution libraries or non-library agencies.

Examples of possible projects include:

- After school programs in cooperation with a community agency;
- Community intergenerational programs;
- Community Internet training programs;
- Community literacy programs;
- Community network development;
- Community surveys or studies related to information and library services;
- Digitization projects that build on existing partnerships;
- Interagency training programs for job and career planning and resume writing;
- Marketing or outreach to promote public awareness of services provided by libraries in partnership with other community organizations;
- Programs or services that enhance the benefit of partnering libraries and museums together.

Projects should not include upgrades to current hardware and software or obsolete media, such as 16 mm films. Requests to fund general library operations will not be granted. The required “Local Cash Match” must be in cash from any source other than LSTA. In-kind contributions do not qualify as a “Local Cash Match”.

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Funding Area:	<u>MeLCat Preparedness</u>
Minimum Grant Award:	\$5,000
Required Local Financial Match:	In-Kind 20% (Cash, services, or goods equivalent in value to 20% of the LSTA requested amount)

The Library of Michigan is designing a statewide information delivery service that will link all Michigan residents to the information they need, when they need it, where they need it, and in the format they desire. Components of the system will include electronic delivery of full-text and digitized resources, as well as physical delivery of items not available electronically. An easy-to-use finding tool will point to the valuable resources found in Michigan libraries, on the Web, and in other collections. This finding tool will provide the means to access and use these resources.

For further information on the Michigan eLibrary (MeL), the MeLCat project and its resource sharing component, see <http://michiganlibrary.org/>.

MeLCat Preparedness grants will assist Michigan libraries in their readiness for participation in the new statewide resource sharing system. The statewide resource sharing system will be based on standards-compliant, integrated library systems (ILS). *MeLCat Preparedness* grants will help libraries acquire or participate in shared integrated library systems that function with, at minimum, the following standards and protocols: ANSI/NISO Z39.50 standard for information retrieval; NISO Circulation Interchange Protocol (NCIP); and machine-readable catalog records (MARC records) (please see *Appendix B, Glossary* for definitions). Furthermore, information on applicable standards and protocols can be found at the following URLs:

Z39.50 - <http://www.niso.org/standards/resources/z39-89-200x.pdf>

NCIP - http://www.niso.org/committees/committee_at.html

MARC - <http://www.loc.gov/marc/umb/>

In addition, libraries are encouraged to choose an ILS that: 1) supports a web-accessible catalog; 2) allows for export of MARC records; and 3) offers an authority control component.

Please note: At this time, many integrated library systems are not fully compliant with the standards listed above; however, when selecting upgrades and new systems, applicant libraries should seek vendors that have demonstrated progress with these standards. ***Furthermore, delivery of and compliance with these standards should be part of the contract language with ILS vendors.***

MeLCat Preparedness grant proposals will be accepted in the following areas:

Upgrade or Migration to MeLCat Compliant ILS

Grant Award:	Up to \$25,000
Minimum Grant Award:	\$5,000
Required Local Financial Match:	In-Kind 20% (Services or goods equivalent in value to 20% of the LSTA requested funds)

Users of systems that are not yet MeLCat-compliant may request funding to migrate their library's system to an existing MeLCat-compliant, shared ILS. In addition, users of an existing shared ILS may request funds to upgrade their ILS if such an upgrade would secure MeLCat-compliance for their ILS. Library Cooperatives, the Michigan Library Consortium and other such entities may offer assistance to interested libraries in identifying existing, shared ILS that the library or libraries may wish to join. *(See Appendix B, Glossary for clarification of terms).*

New Participation in Shared ILS by Non-Automated Library

Grant Award:	Up to \$25,000
Minimum Grant Award:	\$5,000
Required Local Financial Match:	In-Kind 20% (Services or goods equivalent in value to 20% of the LSTA requested funds)

Applications will be accepted from libraries that have no integrated library system or are not automated, and who wish to join an existing shared ILS that is MeLCat-compliant. Applicants may wish to contact their Library Cooperative, the Michigan Library Consortium, or other such entities in order to identify an existing, shared ILS to join. *(See Appendix B, Glossary for clarification of terms).*

Please note: Libraries that currently contribute their holdings to a shared ILS on-line catalog may request LSTA funds in order to implement circulation and other functions of the shared ILS.

Cooperatives Assisting Libraries

Grant Award:	Up to \$100,000
Minimum Grant Award:	\$5,000
Required Local Financial Match:	In-Kind 20% (Services or goods equivalent in value to 20% of the LSTA requested funds)

A Library Cooperative may submit a proposal to implement a MeLCat-compliant shared ILS. In addition, a Library Cooperative may request funds to assist additional libraries in joining an existing, shared ILS. Furthermore, a Library Cooperative may apply for funds to upgrade an existing shared ILS if such an upgrade would secure MeLCat-compliance for their ILS. Projects with broad inclusiveness of libraries will be viewed favorably.

Additional guidelines for all MeLCat Preparedness grant proposals:

- **Please note:** Costs for upgrades and migrations are to be met in part with local funds or in-kind support equivalent to 20% or more of the requested amount. Local, ongoing support, or sustainability, is essential for a project to be funded. Such efforts should be well articulated in the grant proposal. Equally important will be the library's articulation of the preparedness of their telecommunication network to handle these projects.
- A portion of the grant funds may be used to assist the shared system host with curtailing infrastructure and administrative costs that are expended in support of grant related activities. Applicable costs may include staff, materials acquired or spent specifically for the purpose of the grant, or travel expenses incurred to carry out functions of the grant award.
- In addition, *MeLCat Preparedness* grants may include a component dedicated to data preparation if such a process directly and positively impacts the applicant's ability to participate in the statewide resource sharing system. Examples of data preparation may include:
 - Retrospective conversion activities that serve to prepare a union catalog, bibliographic records or patron data for automation or system upgrades, ultimately resulting in participation in a shared Integrated Library System (ILS);
 - Upgrading incomplete MARC or bibliographic records to full MARC format;
 - Costs associated with weeding, including removal or clean-up of: MARC, bibliographic or patron records; holding statements; and physical items.

IV. STEP-BY-STEP INSTRUCTIONS FOR GRANT APPLICATION

A. Identification: Complete this section in its entirety. Select a single Funding Area designation and include a Project Title. The “Total Project Cost” should equal the value of “LSTA Funds Requested,” plus “Cash Match” if applicable. Projects with a Funding Area designation of *Collaboration and Partnership*, are required to have a cash match totaling 20% of the “Total Project Cost.” For example, if the “Total Project Cost” equals \$20,000, the “Cash Match” must be \$4,000, and the “LSTA Funds Requested” would be \$16,000.

Also include and complete the following basic information: applicant library name; type of library (cooperatives, library associations, and organizations typically should check “Multitype”); URL; Library Director’s name and email; the library’s main phone and fax numbers; library address; U.S. Congressional and Michigan Senate and House Districts; eligibility checklist; and estimated number of persons to be served by the project. This number should reflect the number of persons who actually use the services under the project or who will benefit directly from the services rather than the library’s service population.

B. Project Administration: Include information about the fiscal agency, fiscal agency’s year end, fiscal agent, grant administrator, and authorized official. See *Glossary*, *Appendix B* for definition of terms.

C. Abstract: The abstract presents in summary form the major components of the proposal, including the target population’s need for the project, the project purposes, the project description and activities, and the project’s anticipated and proposed outcomes. **The abstract must be fully contained in the space provided on the application form.**

D. Federal LSTA Principle Purpose: Identify the principle purpose that the project most closely fits.

E. LSTA Goals for Michigan: Identify the goal that the project most closely works to achieve.

F. Performance Categories: Identify the performance category that most closely fits the project’s purpose. Up to two additional performance categories also may be marked.

G. Service Descriptors: Identify up to three service descriptors that most closely fit with the project.

H. User Descriptors: Identify one primary and up to three secondary user descriptions. Identification of secondary users is optional.

I. Narrative: Include all of the following:

- 1. Relationship to Federal LSTA Goals** - Describe how the project meets the goals of the Library Services and Technology Act. Refer to *Appendix C*.
- 2. Relationship to LSTA Five Year Plan for Michigan** - Describe the relationship of the project to the Library of Michigan *LSTA Five-Year Plan for Michigan* (www.michigan.gov/lsta). Describe how the project will contribute toward Michigan’s

progress in achieving the stated goal(s).

3. **Relationship to performance categories, service descriptors, and user descriptors** - Explain the project's relationship to these categories and descriptors.

4. **Project need** - Describe how the need for this project was determined. Provide statistical data and demographic information. Describe the current level of service provided to the target population. If the project is technology related, include a description of the current technology, the technology related needs and the longer term plan for technology. Describe the impact should the project **not** receive funding. Cite sources of all data used.

5. **Multitype cooperation and resource sharing** - Describe the established history of resource sharing and cooperation with other libraries and/or community agencies. Describe the collaborative activities of the proposed project and the contributions of each project partner.

6. **Outcomes and objectives** - Describe the outcomes and objective(s) of the project, and clearly relate them to the identified needs. These objectives also will be listed with their associated activities and budgets (see J below).

7. **Local resources** - Explain the local resources that will be used to assist with the project, such as funding, outreach, or technical support.

8. **Continuation and sustainability** - Describe the plans to continue the project beyond the grant period. Include plans for funding, and if applicable, for the use of project evaluation in support of future funding.

9. **Awareness** - Describe how the target population will be made aware of the improved library service.

J. Project Objective(s), Activities, and Budget:

1. **Describe the objective(s) of the project.** Include as many objectives as you wish. Use a separate page for each objective. Each objective should be measurable and specific.

2. **Describe the activities that will achieve the stated objective** and how they will be implemented. For example, identify types of programs to be provided or library materials to be purchased. Include a description of all activities listed in the project budget.

3. **Budget for the Objective:** Identify a budget category from the list below and provide supporting calculations. Each expense must relate to a project activity. In this section, only include budget information for "LSTA Funds Requested".

Budget Category Definitions

a. **Library Materials and Supplies:** Materials and supplies necessary to carry out the grant project. Includes library materials such as books, and office items such as copy paper, letterhead, and postage. Subscriptions for no more than twelve months may extend beyond the grant period if ordered and paid for before the expenditure deadline.

b. **Professional Services and Costs:** Includes consultant fees, professional fees, and staff costs, other than those specifically related to another budget category. Includes travel, meals, and lodging when expended in direct support of project objectives not related to outreach, promotion, technology or training. Professional costs related to promotional activities and outreach, technology, or training

should be designated in those budget categories.

c. **Promotion and Outreach:** All costs related to promotion of the project and outreach, including advertising, design fees, printing, publishing, and travel costs. Includes costs of promotional items to make the target population aware of the improved library service.

d. **Technology:** Costs of technology including hardware, software, supplies, Internet connection charges, and furnishings that are integral to the project. Also includes the costs for consultant fees, delivery, installation, and maintenance of hardware, software, and other technology related expenses. Maintenance contracts for no more than 12 months may extend beyond the grant period, if ordered and paid for before the expenditure deadline.

e. **Training:** Includes project-related training costs such as wages, professional fees, administrative costs, preparation and printing of training materials and supplies. Includes travel, meals, and lodging when expended in direct support of project's training objectives.

f. **Miscellaneous:** Unusual or hard-to-classify items. Provide specific details for any expenses listed in this category.

h. **The following items are not eligible for reimbursement:**

- Entertainment;
- Food and beverages provided at workshops, meetings, or open houses;
- Fringe benefits;
- Payroll taxes;
- Photocopiers;
- Sales tax;
- Transportation equipment;
- Overhead and indirect costs.

K. **Summary In-Kind Support:** In this section, describe any activities associated with in-kind support of the project, the budget category to which these activities primarily relate, and the monetary equivalent assigned to these activities. If no in-kind support is provided to the project, this section is optional.

L. **Summary Budget:** Total all objective budget information by budget category on this page. Calculate and subtract the 20% Cash Match for "Collaboration and Partnership" grants, and subtract this figure from the "Total Project Cost". The calculation must equal the "LSTA Funds Requested." This amount must be the same as the amount requested in section A. Identification. In-kind contributions should not be calculated on this page.

M. **Timeline:** Include a step-by-step chronological list of all project activities. Include evaluation activities in the timeline.

N. **Evaluation Plan:** Project evaluation is a required activity, critical to assessing the impact of a project. The Institute of Museum and Library Services utilizes Outcome Based Evaluation (see *Appendix B, Glossary* for further definition). Indicate how the project will be evaluated and the project's method of evaluation. The evaluation plan must include:

1. a description of what is to be measured;
2. data collection methodology;

3. target benchmarks used to determine success
4. an element addressing Outcome Based Evaluation; and
5. a plan to share evaluation results.

O. Project Partners: List all external departments, agencies, or organizations actively collaborating in and contributing to the project. Briefly explain contributions in this section if they have not been addressed previously. Letters of support do not necessarily equate active partnership.

P. CIPA Internet Safety Certification for Applicant Library: Under CIPA (Children's Internet Protection Act), the Library of Michigan must provide certain assurances to IMLS and the federal government. These assurances pertain to the use of LSTA funds for the purchase of computers used to access the Internet or for costs associated with direct access to the Internet (see *Appendix E*). All applying public, public elementary and public secondary school libraries, and consortia or group applicants must complete and sign the certification statement that concerns its particular library type. Signatures must be original signatures; signature stamps and copies of signatures are not acceptable.

Q. Board Resolution Statement of Assurances: Complete the form to certify that:

1. the applicant has the legal authority to apply for federal funding;
2. the applicant will comply with federal regulations and LSTA Grant Guidelines;
3. LSTA funds will be used to supplement and not supplant local funding for library service purposes; and
4. all information presented in the LSTA application is truthful. This form also includes required certifications regarding debarment and lobbying.

Signatures must be original signatures; signature stamps and copies of signatures are not acceptable.

See *Appendix F, Checklist for Grant Application* before sending in the completed application package.

V. APPLICATION REVIEW AND AWARD PROCESS

A. Application Review

Abstracts from each proposal will be read and evaluated for overall impact by the LSTA Advisory Council. Each grant application also will be reviewed in its entirety by a peer review team selected by the State Librarian. The peer review teams and Advisory Council will use their respective *Grant Review Score Sheets* to evaluate each grant proposal (*Appendix G*). The State Librarian will make all final decisions on grant awards.

B. Award Process

Award Letter: The State Librarian will send a letter to announce the award of a LSTA grant. This announcement will contain a contingency that awards are not certain until after the approval of the federal budget. Project spending must not occur until after contract execution.

Legislators: Legislators will be notified in writing of grant awards to libraries located in their districts.

Grant Administration Workshops: Each grant recipient **will be required** to attend a grant administration workshop. The workshop is designed to provide project management information to administer a LSTA grant effectively. The grant administrator must attend the workshop to maintain grant eligibility. Library directors, fiscal agents or others involved in the project also are welcome to attend.

Handbook: An *LSTA Grant Administrative Handbook* will be distributed to each grant recipient at the Grant Administration Workshops. The Handbook will provide important information and guidelines for implementing a successful grant program, including guidance on reimbursement policies, procedures and documentation, required reporting, project revisions, and record retention.

Grant Contract: The Library of Michigan will prepare and execute a contract with each grantee and fiscal agency. The grant contract will identify the award period in which all expenditures and obligations must be incurred. Expenditures or contractual obligations incurred outside of the award period will **not be** eligible for reimbursement under the LSTA program.

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Appendices**

APPENDIX A

Contact Information: Mailing, Phone Information, and LSTA Listserv

All documents and certificates should be mailed to:

Library of Michigan
Attention: LSTA Team
702 W. Kalamazoo Street
P.O. Box 30007
Lansing, MI 48909-7507

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Beth Wetzel, LSTA Accounting Technician	517-373-4791	bwetzel@michigan.gov

These individuals may also be reached by fax at: 517-373-5700

LSTA Listserv

The Library of Michigan hosts an LSTA listserv. Individuals may subscribe to the listserv by visiting <http://lists.libraryofmichigan.org/mailman/listinfo/lsta>. The LSTA list provides an on-line forum for the discussion of issues related to the implementation of the Library Services and Technology Act, including questions from applicants about the competitive grant program, and comments on the *Five-Year Plan for Michigan*. In addition to the discussion generated by its subscribers, this list will include funding announcements and other postings by the Library of Michigan staff for the purpose of clarifying the grant program. The list's intended use is for the Michigan library community.

APPENDIX B

Glossary

Authorized Official: The person authorized to sign legally binding documents for the institution and who will be addressed in communications from the Library of Michigan.

Board Chairperson or Administrative Official: This individual represents the board if the organization reports to a board. If the organization does not report to a board, the Administrative Official is the highest level official who can authorize the library's participation in the LSTA project. In either case, this person is authorized to sign contracts and legal documents on behalf of the organization.

Cash Match: The amount of money that the grant recipient puts toward the project costs. For the purposes of this grant, cash match refers to the amount of money the grant recipients are required to contribute (in the case of *Collaboration and Partnership* grants, 20% of amount the "Total Project Cost").

CIPA: The Children's Internet Protection Act restricts the use of funding that is available through the Library Services and Technology Act. These restrictions take the form of requirements for Internet safety policies and technology filters for public and school libraries that use LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet. (*See Appendix F for further information*).

Collaboration: Partnering with other libraries, community organizations or other relevant agencies on the proposed project. All partners work together, expend effort and make contributions toward the success of the project. Letters of support are not considered collaborative effort unless the authors of the letters are actively involved in the planning, funding, and/or implementation of project activities.

Fiscal Agency: The organization whose bank account the grant funds flow through for the exclusive benefit of the library organization. The LSTA project reimbursement check, which is issued by the State of Michigan, is made payable to this organization. In some cases, the fiscal agency may be a parent organization (for example, city, township, county, or school district).

Fiscal Agency's Year End: The end date of the audited period (fiscal year) for the fiscal agency.

Fiscal Agent: The individual employed by the fiscal agency who has access to the financial books and records that pertain to the grant project.

Goals: What the project hopes to accomplish; the positive outcome generated from the project. Goals usually refer to broad intentions rather than specific and measurable objectives.

Grant Administrator: The grant administrator must be an employee of the applicant library. A grant administrator is generally responsible for completion of the LSTA project application, reimbursement request forms, and the final narrative report at the project's completion. The grant

administrator may be the library director or any other staff member assigned to undertake the responsibilities of implementing the project. The grant administrator and fiscal agent may be the same individual.

Grant Contract: A binding legal document that authorizes the implementation of the proposed project and records the legal obligations of the parties to the contract. The grant administrator, the fiscal agent, and the State Librarian (who is the state administrator of LSTA programs), must sign the grant contract.

Grant Period: The period specified in the contract document.

In-kind Contributions: The value of goods or services provided by the grant recipient and its patrons toward the project.

Integrated Library System (ILS): A library automation system that includes various modules, at minimum a circulation system with a patron database and a bibliographic database with an on-line public access catalog (OPAC). The modules are integrated together so that data flows between them without re-keying.

Intermediate School District (ISD): ISDs are responsible for assuring lifelong learning, programs and services. An ISD supports students and constituents in the service area by providing services that range from administrative functions to extensive partnerships for education and learning. ISDs interact and cooperate with other ISDs, the Michigan Department of Education, local school districts, institutes of higher education, and other public and private sector agencies and organizations to assure programs and services are delivered effectively and efficiently.

Library Cooperative: A public library cooperative is a formally structured and state-funded organization consisting of a group of legally established public libraries in Michigan. Cooperatives are organized under P.A. 89 of 1977, the State Aid to Public Libraries Act, which provides the minimum requirements for public libraries and for cooperatives to receive state aid payments. Membership in a cooperative is voluntary, and must be done through resolutions by the governing boards of the public library and the cooperative. Each cooperative files its Plan of Service and bylaws with the Library of Michigan for review and approval. Cooperatives may provide a variety of services to meet the needs of member libraries. Core services vary, but frequently they include interlibrary loan and continuing education. Some cooperatives have established an associate member category to provide affiliation and participation by non-public libraries that do not receive state aid. (A list of cooperatives is available on the Library of Michigan website at http://www.michigan.gov/hal/0,1607,7-160-18835_18891---,00.html).

MeLCat-compliant ILS: An integrated library system that functions with the following standards and protocols:

- The ANSI/NISO Z39.50 standard for information retrieval, with demonstrated vendor commitment to compliance with the Bath profile;
- MARC format for bibliographic records; and
- The NISO Circulation Interchange Protocol (NCIP).

Multitype Cooperation: Networking and collaborative partnerships among all types of libraries with local government, day care facilities, senior centers, residential adult facilities or any other local agency. Example projects include union listing, common delivery and interlibrary loan arrangements, and/or joint training and planning activities.

NCIP: NISO Circulation Interchange Protocol. This standard defines protocol for various transactions that are needed to support circulation activities among independent library systems. See http://www.niso.org/committees/committee_at.html.

Objectives: Objectives are narrow, precise, and measurable accomplishments that help to determine whether a goal has been reached. Objectives tend to be more specific about intended accomplishments than goals are.

Outcome Based Evaluation (OBE): An evaluation process that provides information about the degree to which a project has met its goals in terms of creating benefits for individuals in the form of skills, knowledge, behavior, attitude, status, or life condition. See http://www.ims.gov/grants/current/crnt_obc.htm for examples and further clarification.

Partners: External departments, agencies, organizations, etc. with whom the applicant library has a formal arrangement to work mutually for the benefit of participants, end users, or patrons.

Performance Categories: Established for IMLS' strategic plan, the performance categories describe strategic areas on which IMLS grant funds, including LSTA grants, are focused. Example information is provided in *Appendix D*.

Persons Served: The number of persons who use or benefit directly from the services under the project. The number does not reflect the total population of the service area.

Project Outcome(s): Change(s) in the target audience's skills, knowledge, behavior, attitude, status or life condition brought about by experiencing the project. Project outcomes ask the question, What were the results? One example may include, "75, or 32% of the parents and caregivers who participated in the "Mommy and Me" literacy program reported that they read to their child at least 10 minutes three times a week for six weeks. Prior to participation in the program, only 10% of parents and caregivers did so."

Project Outputs: Measures of service or products provided; for example, the number of participants who completed a workshop or the number of items digitized.

Project Purpose: Answers the questions: what we do, for whom, to what end (for what expected outcome or benefit).

Region of Cooperation (ROC): A multitype organization of libraries based on one or more of the public library cooperatives. These regions were formed in 1980 to provide a structure for all libraries to cooperate in sharing resources.

Regional Educational Media Center (REMC): REMCs are operated by intermediate school districts

and approved by the State Board of Education. They provide services to local school districts. The services may include a materials-lending library that contains films, slides, filmstrips, disc recordings, or other types of remedial and enrichment programmed instructional materials; duplication services to reproduce transparencies, slides, filmstrips, audio and videotapes; professional and leadership training services; central purchasing of materials that will be coordinated with the curriculum; central purchasing of equipment related to media center activities and used in the local school; or graphics staff to produce transparency masters and charts and to render other production services to teachers.

Resource Sharing: The sharing of books, equipment, expertise, staff, or other readily available library resources with other libraries in support of current, ongoing activities.

Statewide: Refers to programs or projects that have the entire State's population as potential beneficiaries; a general service made available to all state residents, as compared to one that serves a specific, and smaller, target population.

Shared ILS: An integrated library system that is functional for more than one political entity (i.e. more than one library, library system, school district, etc.), and preferably for many libraries joining together. (Statewide resource sharing is facilitated when the number of "targets", or integrated library systems, is kept to a minimum).

Target Benchmark: A quantifiable measure of the impact of the project. For example, a success point may be to reduce staff time spent on mailing weekly overdue notices by 40 percent. Another example may be to increase circulation by 15 percent within the next year.

Z39.50: An information retrieval standard. See <http://www.cni.org/pub/NISO/docs/Z39.50-brochure/50.brochure.part01.html>.

APPENDIX C

Library Services and Technology Act of 1996 Excerpt (existing legislation)

SEC. 231. GRANTS TO STATES

IN GENERAL - Of the funds provided to a State library administrative agency under section 214, such agency shall expend, either directly or through subgrants of cooperative agreements, at least 96 percent of such funds for:

- establishing or enhancing electronic linkages among or between libraries;
- electronically linking libraries with educational, social, or information services;
- assisting libraries in accessing information through electronic networks;
- encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; or
- paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.

Library Services and Technology Act of 2003 Excerpt (proposed legislation)

SEC. 206. GRANTS TO STATES

IN GENERAL - Of the funds provided to a State library administrative agency under section 214, such agency shall expend, either directly or through subgrants of cooperative agreements, at least 96 percent of such funds for:

- expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
- providing electronic and other linkages among and between all types of libraries;
- developing public and private partnerships with other agencies and community-based organizations;
- targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.

APPENDIX D

Service Descriptors

1. Continuing education for the public
 - a. Distance education (includes web-based training)
 - b. Lifelong learning
2. Cultural heritage programs
 - a. Local history
 - b. Preservation
3. Digitization and digital library projects
 - a. Digitization
 - b. Digital library projects
4. Economic development
 - a. Job and career services
 - b. Small business services
5. Education-related services for children and teens
 - a. After school programs
 - b. Home schooling
 - c. Homework centers
 - d. Pre-school programs
 - e. Reading development
 - f. Reading readiness
 - g. Summer reading programs
6. Information access and services
 - a. Business information services
 - b. Collection development
 - c. Community information services
 - d. Database access
 - e. E-books
 - f. Government information services and archives
 - g. Health information services
 - h. Information & referral (I&R)
 - i. Local information
 - j. Reference services
 - k. Statewide database licensing
7. Institutional library services
 - a. Correctional libraries (e.g., jails and detention centers)
 - b. Hospital library services (includes long term care facilities, mental health hospitals, VA hospitals)
 - c. Prison library services
8. Intergenerational programs
9. Interlibrary loan
 - a. Document and materials delivery
 - b. Resource sharing

10. Literacy programs
 - a. Adult literacy
 - b. ESL programs
 - c. Family literacy
11. Marketing and promotion of library services
12. Mobile services
 - a. Bookmobile services
 - b. Cybermobiles
 - c. Daycare vans
13. Outreach services
 - a. Books-by-mail
 - b. Homebound services
 - c. Services to ethnic and cultural groups
 - d. Special needs services
14. Rural library services
15. Software and equipment
 - a. Adaptive technology
 - b. Computers and peripherals
16. Staff development, education and training
 - a. Customer services skills
 - b. Library science education and skills
 - c. Management skills
 - d. Technical skills
17. Technology infrastructure
 - a. Computer hardware and software
 - b. Integrated library systems
 - c. Intranets and extranets
 - d. LAN/WAN projects
 - e. Telecommunications and networking hardware and software
18. Training for the public
 - a. Computer training
 - b. Database training
 - c. Information literacy
 - d. Internet training
 - e. Technology training
19. Urban library services
20. Virtual library services
 - a. Portals and related Web projects
 - b. Virtual reference service
 - c. Virtual union catalogue

APPENDIX E

The Children's Internet Protection Act Supreme Court Upholds Law Updated August 1, 2003

The Children's Internet Protection Act ("CIPA") attaches Internet safety requirements to IMLS's **Library State Grants Program**. Through this program, IMLS provides federal funding to each state and territory to support the development of library services. The State Library Administrative Agencies use federal funds for a wide range of purposes, by supporting statewide projects and by making sub-grants to individual libraries.

Under CIPA, State Library Administrative Agencies must assure the Federal Government that no Library Services and Technology Act (LSTA) funds will be made available for a public library or public elementary or secondary school library, that does not receive E-rate discounts, to purchase computers to access the Internet or to pay for the direct costs associated with accessing the Internet, unless the library has certified that it has an Internet safety policy that complies with the provisions of 20 U.S.C. Section 9134(f). State Library Administrative Agencies must collect certifications from libraries subject to CIPA that apply for LSTA funding. (Libraries that receive services at discount rates under section 254(h)(6) of the Communications Act of 1934 certify compliance under the E-Rate program and do not have to provide an additional certification under IMLS's Library State Grants Program.)

On May 31, 2002, the United States District Court for the Eastern District of Pennsylvania enjoined IMLS from enforcing CIPA with respect to public libraries. CIPA's requirements, however, remained in effect for public elementary and secondary school libraries. For Program Year 2003, IMLS provided guidance for the State Library Administrative Agencies to use in implementing CIPA's provisions with respect to school libraries.

On June 23, 2003, the Supreme Court reversed the District Court's opinion and found that the law is not facially unconstitutional as it applies to public libraries. To ensure that the agency's implementation of CIPA complies with the recent decision of the Supreme Court, IMLS has provided technical guidance to the State Library Administrative Agencies for carrying out CIPA's requirements with respect to Program Year 2004 LSTA State Grants Program funding.

In order to receive Program Year 2004 funds from a State Library Administrative Agency, a public library must certify that it is either in compliance with CIPA's Internet safety requirements or undertaking efforts to comply by the following year.

To receive Program Year 2003 funds from a State Library Administrative Agency, a public elementary or secondary school library must certify compliance with CIPA or seek a waiver of the requirements (if state or local procurement rules or regulations or competitive bidding requirements prevent compliance).

(Source: www.imls.gov/whatsnew/leg/protection_act.htm)

APPENDIX F

Checklist for Grant Application

Before sending the application to the Library of Michigan, please review this checklist to ensure that you have a completed project.

- ☐ 1. Only one funding area is designated for a single project.
- ☐ 2. Requested amount is within the range for that funding area.
- ☐ 3. Proposal and attachments are legible.
- ☐ 4. Proposal is typed or computer generated. The typewriter font is ten or less characters per inch and the computer font size is at least twelve point.
- ☐ 5. Proposal is printed on one side of the paper and pages are numbered consecutively.
- ☐ 6. One (1) original and six copies of the proposal are submitted.
- ☐ 7. All of the required elements are included and complete:
 - ☐ Identification
 - ☐ Project Administration
 - ☐ Abstract
 - ☐ Federal LSTA Principle Purpose
 - ☐ LSTA Goals for Michigan
 - ☐ Performance Categories
 - ☐ Service Descriptors
 - ☐ User Descriptors
 - ☐ Narrative
 - ☐ Relationship to Federal LSTA Goals
 - ☐ Relationship to LSTA Five Year Plan for Michigan
 - ☐ Relationship to performance categories, service descriptors, and user descriptors
 - ☐ Project need
 - ☐ Multitype cooperation and resource sharing
 - ☐ Outcomes and objectives
 - ☐ Local resources
 - ☐ Continuation and sustainability
 - ☐ Awareness
 - ☐ Project objectives, activities and budgets
 - ☐ Summary in-kind support
 - ☐ Summary budget
 - ☐ Timeline
 - ☐ Evaluation Plan
 - ☐ Project partners
- ☐ 8. Proposal includes documentation for the needs that are reported.
- ☐ 9. CIPA compliance statements are included and signed.
- ☐ 10. Board resolution statement of assurances is included and signed.
- ☐ 11. The Library of Michigan must receive your proposal **no later than** Jan. 30, 2004 by 5 PM.
- ☐ 12. **Signatures must be original signatures; signature stamps and copies of signatures are not acceptable.**

APPENDIX G

Grant Proposal Review Score Sheets

LSTA Advisory Council Score Sheet: (LSTA advisory council will review only the grant abstract)

1. Is the target population's need for this project:
- 1 point _____ well described?
- 2 points _____ compelling?
- 3 points _____ 2. Are the project goals and activities well described and sound?
- 4 points _____ 3. Would giving this project seed money be a good use of LSTA funds?

Peer Review Team Score Sheet:

1. **Relationship to Federal and Michigan LSTA Goals** (4 points total)
- 4 points _____ Does the project meet the goals of LSTA and the LSTA Five-Year Plan for Michigan?
2. **Need** (10 points total)
- 2 points _____ Is the target population's need for the project well described?
- 4 points _____ Is the target population's need for the project compelling?
- 2 points _____ Is the project need supported with statistical and demographic information?
- 1 point _____ Is the current service level described clearly?
- 1 point _____ Is the impact of the project **not** being funded clear?
3. **Outcomes and objectives** (6 points total)
- 3 points _____ Are project outcomes and objectives clearly defined?
- 3 points _____ Do project outcomes and objectives clearly relate to the identified needs?
4. **Resource Sharing** (4 points total)
- 3 points _____ Does the proposal embrace resource sharing and cooperation with other libraries and/or community agencies?
- 1 point _____ Is an established history of resource sharing indicated?
5. **Local Resources** (3 points total)
- 3 points _____ Does the proposal name and explain local resources that will be used to assist with the project (for example, funding, outreach, technical support, or cash matches)?
6. **Sustainability** (4 points total)
- 2 points _____ Does the proposal describe a realistic and clear plan to continue the project beyond the grant period?

Library of Michigan FY 2004 LSTA Grant Program Handbook

2 points _____ Are there clearly described plans for using the project evaluation in support of future funding?

7. **Promotion and Outreach** (3 points total)

3 points _____ Does the proposal provide a good plan to make the target population aware of the improved library service?

8. **Budget** (6 points total)

3 points _____ Does the budget provide support for each project objective?

3 points _____ Is the budget adequate and reasonable to support the project?

9. **Timeline** (2 points total)

1 point _____ Does the timeline include all necessary elements of the project?

1 point _____ Are the dates appropriate in relation to the overall project timeline?

10. **Evaluation** (6 points total)

1 point _____ Does the evaluation plan describe how data will be collected?

1 point _____ Are target benchmarks identified?

1 point _____ Are the target benchmarks valid and reasonable indicators of success?

1 point _____ Is there a clear plan to share and use the evaluation results?

2 points _____ Are the evaluation methods appropriate to the project?

11. **Project Partners/Collaboration** (2 points total)

2 points _____ Does the proposal clearly articulate the involvement of project partners?

APPENDIX H
FY 2004 GRANT APPLICATION

Library Services and Technology Act FY 2004 Grant Application

See page 10 of the FY 2004 LSTA Grant Program Handbook for Complete Instructions

A. Identification

Library of Michigan Use Only:

Application #: _____

Project #: _____

Award: _____

- Funding Area: ☐ Collaboration and Partnership
☐ MeLCat Preparedness (choose one of the grant areas below)
☐ Upgrade or Migration to MeLCat Compliant ILS
☐ New Participation in Shared ILS by Non-Automated Library
☐ Cooperatives Assisting Libraries

LSTA Funds Requested: \$ _____

Cash Match (if applicable): \$ _____ (For Collaboration and Partnership 20% Cash Match is required)

Total Project Cost: \$ _____ (Must equal LSTA Funds Requested plus Cash Match)

Title: _____

Applicant Library Name: _____

Type of Library: ☐ Public ☐ School ☐ Academic ☐ Special ☐ Multitype

URL: _____

Director: _____ Email: _____

Phone: _____ Fax: _____

Address: _____

Street/P.O. Box

City

Zip Code

County

Legislative District Information (enter a single district representing the physical location of the above named library):

U.S. House of Representatives District: _____

MI Senate District: _____ MI House of Representatives District: _____

- Eligibility Checklist: ☐ Have one or more paid library staff
(Check all that apply) ☐ Have a regular schedule of library service
☐ Have a dedicated facility for library purposes
☐ Have an annual budget with funds reserved for library materials and services
☐ Have a record of multitype library cooperation

Estimated Number of Persons to be Served by the Project: _____



*The original and six copies of the application must be RECEIVED at the
Library of Michigan no later than 5:00 pm on January 30, 2004.
Library of Michigan, Attn: LSTA Team, PO Box 30007, Lansing, MI 48909-7507*

Applicant Library Name: _____

B. Project Administration

Fiscal Agency: _____ Fiscal Agency's Year End: _____

Fiscal Agent: _____
Name Title

Telephone Fax Email

Grant Administrator: _____
Name Title

Telephone Fax Email

Authorized Official: _____
Name Title

Telephone Fax Email

C. Abstract

Use only space provided

Target Population's Need for Project:

Project Purpose(s) (answers the questions: what we do, for whom, to what end or for what expected outcome or benefit):

Project Description and Activities:

Project Outcome(s):

Applicant Library Name: _____

D. Federal LSTA Principle Purpose

Check **one** purpose that applies most closely to the project:

- ☐ Library technology, connectivity and related services
- ☐ Services for lifelong learning and access to information
- ☐ Services to persons having difficulty using libraries

E. LSTA Goals for Michigan

Check **one** goal that the project most closely works to achieve:

- ☐ Goal 1: Provide all Michigan residents statewide access to the widest possible range of information, library resources and services to advance and enhance their lives as workers, students, citizens, family members, and lifelong learners.
- ☐ Goal 2: Increase equity of information access and library service by providing special assistance to areas of the state where library services are inadequate (underserved rural and urban communities), and to libraries that are working to provide service to persons having difficulty using a library.
- ☐ Goal 3: Foster innovation and technical improvements in information services by funding leading edge projects in libraries that meet and anticipate constantly changing needs for library services and information needs of Michigan's residents.

F. Performance Categories

Established for IMLS' strategic plan, the six performance categories describe the strategic areas on which IMLS grant funds are focused.

Select up to three categories; please rank with "1" being the best description.

- _____ Enhance a lifetime of learning opportunities (**Education**)
- _____ Provide access to information, resources and ideas (**Access**)
- _____ Provide tools for the future (**Tools for the future**)
- _____ Strengthen families and children (**Families and children**)
- _____ Strengthen communities (**Communities**)
- _____ Sustain cultural heritage (**Cultural heritage**)

Applicant Library Name: _____

G. Service Descriptors

Select up to three primary service descriptors that reflect the kind of service on which the project focuses. Refer to *Appendix D* for a list of secondary descriptors. Optionally, select up to three secondary descriptors from this list, and insert its respective letter below.

- ☐ 1. Continuing education for the public _____
- ☐ 2. Cultural heritage programs _____
- ☐ 3. Digitization and digital library projects _____
- ☐ 4. Economic development _____
- ☐ 5. Education-related services for children and teens _____
- ☐ 6. Information access and services _____
- ☐ 7. Institutional library services _____
- ☐ 8. Intergenerational programs _____
- ☐ 9. Interlibrary loan _____
- ☐ 10. Literacy programs _____
- ☐ 11. Marketing and promotion of library services _____
- ☐ 12. Mobile services _____
- ☐ 13. Outreach services _____
- ☐ 14. Rural library services _____
- ☐ 15. Software and equipment _____
- ☐ 16. Staff development, education and training _____
- ☐ 17. Technology infrastructure _____
- ☐ 18. Training for the public _____
- ☐ 19. Urban library services _____
- ☐ 20. Virtual library services _____

H. User Descriptors

Select up to three primary user descriptors for the project.

Select up to three secondary descriptors for "People with special needs".

- ☐ Children
- ☐ Institutionalized persons (includes people in correctional, hospital, and penal institutions)
- ☐ Library staff
- ☐ Non/limited English speaking persons
- ☐ People with special needs (includes children)
 - ☐ Blind and visually-impaired persons
 - ☐ Deaf and hearing-impaired persons
 - ☐ Developmentally disabled
 - ☐ Homebound persons
- ☐ Pre-school children
- ☐ Public library trustees
- ☐ Rural populations
- ☐ Senior citizens
- ☐ Statewide public
- ☐ Urban populations
- ☐ Young adults and teens

Applicant Library Name: _____

I. Narrative

Must include all of the following:

1. **Relationship to Federal LSTA Goals** - Describe how the project meets the goals of the Library Services and Technology Act (see *Appendix C* of handbook).
2. **Relationship to LSTA Five Year Plan for Michigan** - Describe the relationship of the project to the Library of Michigan LSTA Five-Year Plan for Michigan (www.michigan.gov/lsta). Describe how the project will contribute toward Michigan's progress in achieving the stated goal(s).
3. **Relationship to performance categories, service descriptors, and user descriptors** - Explain the project's relationship to these categories and descriptors.
4. **Project need** - Describe how the need for this project was determined. Provide statistical data and demographic information. Describe the current level of service provided to the target population. If the project is technology related, include a description of the current technology, technology related needs and the longer term plan for technology. Describe the impact should the project **not** receive funding. Cite sources of all data used.
5. **Multitype cooperation and resource sharing** - Describe the established history of resource sharing and cooperation with other libraries and/or community agencies. Describe the collaborative activities of the proposed project and the contributions of each project partner.
6. **Outcomes and objectives** - Describe the outcomes and objective(s) of the project, and clearly relate them to the identified needs. These objectives also will be listed with their associated activities and budgets.
7. **Local resources** - Explain the local resources that will be used to assist with the project, such as funding, outreach, or technical support.
8. **Continuation and sustainability** - Describe the plans to continue the project beyond the grant period. Include plans for funding, and if applicable, for the use of project evaluation in support of future funding.
9. **Awareness** - Describe how the target population will be made aware of the improved library service.

Applicant Library Name: _____

I. Narrative

Reproduce as necessary

Applicant Library Name: _____

J. Project Objective:

Reproduce as necessary

Objective# ____ :

Project Activities:

Budget for this Objective:

Budget Category	Explanation	Total Cost
	Provide supporting calculations, e. g., 1,000 brochures @ .03	
		Total \$

Applicant Library Name: _____

K. Summary In-Kind Support (Narrative and Budget):

Reproduce as necessary

Describe Activity:

Budget:

Budget Category

Monetary Equivalent

Describe Activity:

Budget:

Budget Category

Monetary Equivalent

Applicant Library Name: _____

L. Summary Budget for the LSTA Project

Budget Categories:	Total Project Cost:
A. Library Materials and Supplies	_____
B. Professional Services and Costs	_____
C. Promotion and Outreach	_____
D. Technology	_____
E. Training	_____
F. Miscellaneous	_____
TOTAL PROJECT COST	_____
-20% Cash Match (Collaboration & Partnership Only)	_____
LSTA Funds Requested	_____

Applicant Library Name: _____

M. Timeline

Reproduce as necessary

Include a step-by-step chronological list of all project activities, including steps in the evaluation process.

Applicant Library Name: _____

N. Evaluation Plan

Reproduce as necessary

Must include:

- (1) a description of what is to be measured;
- (2) data collection methodology;
- (3) target benchmarks used to determine success (quantifiable ways of measuring the impact of project objectives),
- (4) an element of Outcome Based Evaluation; and
- (5) a plan to share evaluation results.

Applicant Library Name: _____

O. Project Partners

Reproduce as necessary

Applicant Library Name: _____

P. CIPA Internet Safety Certification for Applicant

**Internet Safety Certification for Applicant
PUBLIC LIBRARIES
Program Year 2004 Funds**

As the duly authorized representative of the applicant public library, I hereby certify that (*check only **one** of the following boxes*):

- A. ☐ The applicant public library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. ☐ The applicant public library has not yet complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. However, the applicant library is undertaking actions, including any necessary procurement procedures, to put into place an Internet safety policy that meets these requirements. The applicant library will be in compliance with the requirements of Section 9134(f)(1) before the library receives funding for a subsequent program year.
- C. ☐ The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

Applicant Library Name: _____

P. CIPA Internet Safety Certification for Applicant (continued)

**Internet Safety Certification for Applicant
PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES
Program Year 2004 Funds**

As the duly authorized representative of the applicant library, I hereby certify that (*check only **one** of the following boxes*):

- A. ☐ The applicant school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. ☐ The applicant school library seeks a waiver of the certification required in A., above, because State or local procurement rules or regulations or competitive bidding requirements prevent the applicant library from certifying compliance with Section 9134(f)(1) of the Library Services and Technology Act. The applicant school library certifies that the library will comply with the requirements of Section 9134(f)(1) before the start of Program Year 2005.
- C. ☐ The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

Applicant Library Name: _____

P. CIPA Internet Safety Certification for Applicant (continued)

**Internet Safety Certification for
CONSORTIA OR OTHER GROUP APPLICANTS
Program Year 2004 Funds**

As the duly authorized representative of the applicant consortium or group, I hereby certify that (*check only one of the following boxes*):

- A. ☐ Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public elementary school or secondary school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public elementary or secondary school library in accordance with requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. ☐ The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not apply to the applicant consortium or group because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

Q. Board Resolution Statement of Assurances

This is to certify that the _____

(Legal Entity)

Governing Board passed a resolution at its meeting of _____ for _____
(Date) (Name of library applicant)
to become an applicant and participant in the Library Services and Technology Act (LSTA) contract/grants program administered by the Library of Michigan.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disabilities; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse, (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401

- et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, the Single Audit Act Amendments of 1996, and OMB Circular A-133.
 18. As required by Executive Order 12549, Debarment and Suspension, and other responsibility matters, implemented at 45 CFR Part 1185 the applicant certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:
 - (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; or in connection with a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
 19. As required by the Drug-Free Workplace Act of 1988 and implemented at 45 CFR Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
 - (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
 - (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace
 - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted;
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency;
 - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
 20. As required by Section 1352, Title 31 of the U.S. Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies that to the best of his or her knowledge and belief that:
 - (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for

influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a federal grant, the making of a federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;

(b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Request Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants, loans and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

21. The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

22. As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 CFR Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs.

23. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program, including all regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Institute of Museum and Library Services, and will ensure that LSTA funds will be used to supplement and not supplant local funds expended for library service purposes.

24. Declares that all information presented in this LSTA grant application is truthful to the best of the knowledge and belief of the undersigned. Proposals of applicants who knowingly present untruthful information will be rendered ineligible for funding.

The Applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. **(All four signatures must be original signatures - signature stamps and copies of signatures will NOT be accepted.)**

The Applicant understands that expenses for the approved project that are not covered by the LSTA award will be the responsibility of the Applicant Agency.

Board Chairperson Name (Type)

Signature

Date

Authorized Official (Type)

Signature

Date

Grant Administrator Name (Type)

Signature

Date

Fiscal Agent Name (Type)

Signature

Date